

SNS USERS

Forms:

- **Jefferson Lab Online User Registration** (Complete all fields and submit online to U/I L Office, print copy and obtain required signatures. Bring completed registration form with signatures and copy of a valid passport/visa(non-US citizens) or driver's license (US citizens) to U/I L Office, CEBAF Center, Room L106 upon arrival at the Lab.
online form: https://mis/mis/cis/userdb/reg_form/
- **Visiting Researcher Agreement** (Read, sign, and return to U/I Office – students do not submit)
- **Jefferson Lab Standards of Conduct** (Print, read, sign, and return to U/I Office)
- **Jefferson Lab User Account Request** (Complete all fields and submit with required signatures to
Computer Center, Trailer City, Bldg. 16, Rm. 176) <http://cc.jlab.org/docs/services/cue/accounts.html>

Required training needed for all ARC and SNS users:

- **Environmental Health and Safety** (40 minute video online video - registration forms must be submitted online or brought to the U/I L Office prior to viewing EH&S video to obtain online credit)
http://www.jlab.org/div_dept/train/webbasedtraining.html
- **General Employee Radiological Training and Test** (online at the following url)
http://www.jlab.org/div_dept/train/online_courses/gert/mainmenu.html

The above training is required for badging. Other training classes may be obligatory by the group.

Badging procedures for a new user may require a maximum (2) day time period for processing system information and testing
